

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

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RFP SPECIFIC INFORMATION

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED _____ THROUGH _____

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☐ **Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

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PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.
Consultants are responsible for ensuring the MDOT receives the proposal on time.

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
TRAFFIC AND SAFETY SERVICES**

CONTROL SECTION(S): 84900

JOB NUMBER(S): 126985

PROJECT LOCATION: Statewide

PROJECT DESCRIPTION: Facilitation for Local Road Safety Plans
Work involved in this project consists of the development of 12 Local Road Safety Plans (LRSPs) for the state, based on State Planning & Development Regions (SPDRs). The LRSP for SPDRs # 4 and 14 are excluded.

Up to 3 firms may be selected.

ANTICIPATED SERVICE START DATE: October 1, 2015

ANTICIPATED SERVICE COMPLETION DATE: September 30, 2017

DBE PARTICIPATION REQUIREMENT: N/A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Safety Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

MDOT PROJECT ENGINEER MANAGER:

Kimberly Lariviere, PE
Strategic Highway Safety Engineering Specialist
Safety Programs Unit
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, MI 48909
Phone: 517-373-3889
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REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.) when applicable.

GENERAL INFORMATION:

One of the principles of the Michigan Strategic Highway Safety Plan (SHSP) is to integrate safety improvements across the entire roadway system. This is accomplished by coordinating efforts with all state and local agencies that have a hand in addressing public safety issues, within the 4E's of safety (engineering, education, enforcement and emergency medical services). These LRSPs will bring together the partners of the 4E's of safety to determine crash issues within the SPDR areas to be studied. These could be very different than those of the SHSP which is based on statewide data. The LRSP will incorporate proven recommendations for improving safety and allow for a coordinated effort to improve safety on all roadways within the SPDR jurisdiction.

MDOT RESPONSIBILITIES:

- A. Designate appropriate client staff to which consultant is to report.
- B. Provide consultant with timely counsel on all issues.
- C. Provide consultant with crash data for developing systemic and systematic safety recommendations based on regional trend data, high crash list, and transparency reports
- D. Provide consultant with timely approval of/response to requests.
- E. Work with the consultant, local MDOT representatives, Local and Tribal Technical Assistance Programs (LTAP/TTAP) and the Regional Planning Organization (RPO) within the SPDR to invite the appropriate parties to the meetings.
- F. Coordinate with the RPO to provide the list so they can send invitations to those deemed necessary to invite to the meeting.
- G. MDOT Region and Transportation Service Center staff will analyze and recommend engineering countermeasures for trunkline locations through the High Crash and Transparency Report processes to be included in the LRSP.

CONSULTANT RESPONSIBILITIES:

- A. Coordinate with the assistance of personnel from MDOT, RPO, LTAP/TTAP and the chairperson of the appropriate Michigan Traffic Safety Committee the location, invitations and attendance for the regional meetings.
- B. Compile and disseminate meeting minutes.
- C. Analyze crash data provided by MDOT and available through Michigan Traffic Crash Facts to assist in the development of emphasis areas.

- D. Conduct a safety review of the roadway network to develop systemic safety recommendations by rating a sampling of local roadways. This will include paved and gravel roadways, urban and rural roadways within each county.
- E. Develop systemic and systematic engineering recommendations based on regional trend data, high crash list, transparency reports.
- F. Develop systemic countermeasures for the 4E's and classify crashes by severity, type, jurisdictions, roadway functional classification and contributing factors for the entire SPDR, and each of the counties separately.
- G. Develop systemic and systematic safety recommendations as well as regional recommendations based on the 4E's of safety and stakeholder feedback from the regional meetings.
- H. Develop Emphasis Areas for the LRSP which will focus on high level initiatives.
- I. Engineering recommendations can be broken down into systemic countermeasures and countermeasures more targeted to project type fixes. They can serve as the counties list of possible Highway Safety Improvement Program (HSIP) projects to implement.
- J. The Consultant's principal contact with the Department shall be the Project Manager.
- K. The Services described herein are financed with public funds. The Consultant shall comply with all Federal and State laws, rules, and regulations.
- L. The Consultant shall provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- M. Provide bi-monthly progress reports and schedule updates to the MDOT project manager.
- N. Prepare a draft report documenting all activities performed and the results of this project.
- O. This draft report will include an executive summary in order to highlight the significant findings of the study. The LRSP will be written in an easily understood manner in order to disseminate the findings to non-technical, as well as, technical professionals. All traffic crash comparisons and trends will be displayed in bar charts and graphs. The statistical analyses for the effectiveness evaluation will be described and the results will be discussed, interpreted, as well as, presented in tabular form.
- P. Prepare a final report based on comments and issues addressed from the review of the draft report.
- Q. The Consultant shall comply with all Federal and State laws, rules, and regulations.

- R. Consultant shall furnish all services and labor necessary to conduct and complete the plans.
- S. The Consultant shall also furnish all materials, equipment, supplies, and incidental necessary to perform the Services (other than those designated in writing to be furnished by the Department) consistent in supplying this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
- T. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

OBJECTIVES, TASKS AND DELIVERABLES:

The objectives of this proposed project are as follows:

Task 1: Gather and analyze crash data

Conduct a safety review of the roadway network to develop systemic safety recommendation by rating a sampling of local roadways, including paved, gravel, urban and rural roadways within each county.

Develop engineering recommendations based on regional trend data, high crash list, transparency reports for trunkline and non trunkline roadways.

Conduct field reviews of locations if necessary.

Deliverables: Maps and charts detailing crash locations and issues (emphasis areas) for the SPDR and each county individually. Emphasis areas which will focus on high level initiatives which can be implemented at the local (city or county) level. An analysis spreadsheet tool for each individual county.

Task 2: Meetings

Working with the RPO, MDOT, the local Traffic Safety Committee, LTAP and TTAP (if tribal areas in the SPDR) identify the members of a task force to oversee the development, and implementation of the LRSP.

Facilitate the choosing of the champion(s) for the LRSP.

Facilitate the meetings during the development of the LRSP.

Working with the task force members identify additional stakeholders who will have an interest in the development and implementation of the LRSP.

Develop safety recommendations for the 4E's of safety based on the analysis and stakeholder feedback from the regional meetings.

Deliverables: Minutes of meetings held during the development of the LRSP with the task force or stakeholder group to the RPO and MDOT PM.

Task 3: Report

3.1 Draft Plan

Share the draft final plan with all identified stakeholders of the LRSP.

Systemic and systematic engineering recommendations based on the regional trend data, high crash list and transparency reports.

Systemic countermeasures for the 4E's and classify crashes by severity, type, jurisdictions, roadway functional classification and contributing factors

3.2 Final Report

The final report will be reviewed and accepted by the task force members after all stakeholder comments addressed.

Once the final report is accepted, the RPO and Champion will disseminate to all stakeholders and any other interested party for implementation.

Deliverables: The Final Report, Spread sheets of crash types and recommended fixes included in an appendix of the final report for identified emphasis areas, broken out by SPDR, and county which can serve as the counties list of possible Highway Safety Improvement Program (HSIP) projects to implement.

3.3 Plan Completion

Following the completion of the LRSP, the Consultant's Team Leader, MDOT PM, a representative from the RPO, and the LRSP Champion(s) will meet to evaluate the process, and determine a best course of action for the plan to be implemented.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must

be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.